

VINTON DOWNTOWN FAÇADE GRANT PROCESS

1. **Initial Contact** – Generate interest amongst businesses within the downtown.
2. **Application** – The Applicant would apply to the town describing what type of improvements they are proposing and an estimated cost of what they are proposing.
3. **Consultation** – Present the guidelines to the potential Applicant and explain how they could be incorporated into their design plan.
4. **Planning Staff Approval** – Approval from the staff member and the project planner of this project. The project planner decides whether or not the project qualifies for the Mini-Matching Grant Program.
5. **EDA Approval** – EDA approves the application and lets the planner/consultant and the Applicant move forward to design and implementation phase.
6. **Contract** – Upon EDA approval, the Applicant and the EDA shall sign a contract that sets the stipulations for design standards and the release of funds.
7. **Design and Implementation** – Applicant and project planner work on a design that will meet Downtown Design Guidelines criteria. Upon completion of the design plans the project planner will forward a letter to the Applicant stating that the plans meet the Design Guidelines and that the Applicant can proceed with implementation of improvements.
8. **Completion and Payment** – When the implementation of improvements are completed, the Applicant shall forward a receipt to the project planner, showing that the Applicant has paid in full and is entitled to 50% reimbursement up to the approved amount. The planner would then forward the bill to the EDA for a request of funds.